

Minutes
Council of Department Heads
Monthly Meeting
May 31, 2016 at 4:00 pm
IT conference Room

Present Members: Darrell Ross (CDH Chair, CDH PBC, SA & CJ), Greg Harrell (CDH Vice-Chair, Math/CS), Reynaldo Martinez Jr. (CDH PC, Adult/Car/Ed), Michael Schmidt (CDH Secretary, Art).

Jim Baxter (Chem), Edward Chatelain [*proxy Frank Flaherty*] (PAG), Fred Downing (Phil/Rel), Robert Harding (Pols), Mark Smith (English), Ed Walker (Mng/Bus), Mike Griffin (Kin/Phys Ed), Linda Most (MLIS), Kathe Lowney (IDEA), Alicia Roberson (CA), Calvin Walker (AFAM).

Absent Members: Doug Farwell (Music), Mark Borzi (Comm), Bob Gannon (Biology), Chris Meyers (History), Viki Soady (MCL), Attila Cseh (Econ/Fin), Aubrey Fowler (Marketing), Ron Stunda, (Acct), Mizan Miah (SW), Corine Myers-Jennings (CSD), Leon Pate (Curr/Lead/Tech), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Kate Warner (Psych/Marr/Fam/Thpy), LaGary Carter (NHS), Bonni Cohen (NHS), Chere Peguesse (SSC), Tracy Woodard Myers (WGST).

Guests: Sheri Gravett (Associate Provost), Tee Mitchell (Enrollment), Michael Black (IE), Denise Bogart (HR), Michel Smith, Cassandra Ward, and Sherri Adams (HR).

Quorum: Based on the number of members present, a Quorum (a majority of CDH members) was **NOT** present.

- I. CDH Chair Ross – Welcome and opening remarks by the Chair.
 - a. Approval of April 2016 CDH Minutes as submitted. Motion: Most / Second: Martinez
- II. Dr. Gerber – (Not present)
- III. Dr. Gravett – Update
 - a. Employment Law workshop; Wednesday June 8th, 2-4:30pm Student Union Ballroom 1A/B. **Handout*
- IV. Tee Mitchell (Enrollment)
 - b. Encouraging news; all numbers are indicating trends in the right direction.
 - c. Summer '16 is trending up 1.9% so far.
 - d. Freshman, 5.4% up, 604 vs. 578; this time last year.
 - e. Overall increase; 51% up in Applications – F16 9,164 vs. F15 6,105. 676 Applications over the Fall 2016 goal (23% overall increase goal).
 - f. 32% acceptance rate; 204 away from hitting the fall 2016 goal.
 - g. Orientation numbers as of today 1,296. Those numbers need to go up, although orientation schedules are different this year.
 - h. Other enrollment news; we are trending flat, or possibly up to 1% increase.
 - i. We need to retain 915 more current students. Advising reports are being sent to Academic Deans to share with Heads/advisors to contact students to be advised and enrolled.
 - j. Dual Enrollment numbers; F15 = 48; F16 = 120 goal.
 - k. (Q/A: Most); Grad school numbers? (Mitchell) Grad school is down. (Most) Grad school needs more resources, cannot grow programs without additional resources.
 - l. (Q/A: Smith); New students vs. retained students, are we losing more students? (Mitchell) our retention numbers need to go up. (Roberson) First Year seminar; VSU is the only institution in the USG that does not have a first year experience course. We are looking at reinstating the first year seminar course. (Mitchell) Freshman retention rate is down. (Roberson) We are analyzing data to

determine why we are losing these freshman/first year students. (Ross) Has this data been shared with the 70/80 task force? (Roberson) They will receive this information at the next meeting.

- m. (Q/A: Griffin); What percentage of the students (that we are not retaining) are “at risk” and on the flip side, what percentage of students are we not retaining that are high achievers? (Roberson) Will inquire with Barrie Fitzgerald (IE). (Lowney) Data share – the more often a student transfers, the less likely they are to complete their degree. What are we doing to keep transfers here, and keep them engaged? (Baxter) Of the students that are not returning, what percentage of these students have poor academic performance? Students in rigorous areas are not studying enough, they have one idea about a major, and they just do not know the reality of the major – they can't or just won't do the work that is required of the major. Are these students transferring to an “easier school,” or taking credits at another institution via transient credit to gain credits at VSU? (Lowney) Are we tracking students that struggle – transferring out then back after completing courses elsewhere? (Roberson) Follow up.
- n. (Q/A: Baxter); If a student takes a course at ‘School X’ – legally, do we have to accept credit from this institution? (Mitchell) Yes, it has to be accepted. The challenge here, is that institutions in Georgia meet course requirements – we cannot accept credit from one institution, and not another.
- o. (Q/A: Schmidt); AP credit – students coming in with AP credit are sometimes not prepared for the next level coursework. Advising becomes key to differentiate – and provide mentorship, advising, and information to the students that need them; this helps the student (and faculty) succeed.
- p. (Mitchell); Seat Analysis Tool – please review and use this Summer/Fall.
- q. (Q/A: Schmidt); We've reviewed the NACADA report, and all sorts of new tools to assist with advising. How do we continue to bridge the potential gap (and close it) between Centralized Advising and the home departments, so that our student advisees are more engaged with the faculty and staff mentors from the moment they arrive until graduation day. (Lowney); The “handoff” from CA to the home department is confusing. Advisees from CA just “show up” in an advising list. (Schmidt) That is very different than in the Department of Art/COA. We have a process (emails, contacts, CA-GA & COA GA) to transition student advisees to the home department. And a strong relationship with the CA Advisor. I'd be glad to share this. (Lowney) Perhaps a bown bag session at the IDEA Center.

V. HR – Dr. Denise Bogart

- a. Employment and Postings
- b. All hires must go through “the system,” i.e. PeopleAdmin. We cannot hire personnel and then funnel them through the application process.
- c. PTI/Adjunct postings must use the PeopleAdmin Portal for first time hires; applicants must apply. This allows hiring managers to pre-screen applicants, and to have access to the pool of applicants. Review the applicant pools – each department head should get a notification when a new candidate applies.
- d. Emergency Hires? What is an emergency? FMLA, accident, long term sickness; There may be other emergencies as well – Limited Term Faculty appointments for a position that was vacated abruptly.
- e. Minimum requirement for a position to be posted to hire in a Full-time regular position = 30 days.
- f. For a Limited Term requires the position to be posted for a minimum 10 days.
- g. (Q/A: Ross); If we used a PTI in the past do we need to use this “system.” (Bogart) If there is a break in service then they need to be re-processed. (Schmidt) If a PTI teaches fall term, then does not teach spring term, then teaches again in fall – would they have to re-apply to VSU in PeopleAdmin again? (Bogart) Yes. (Smith) Explanation; Spring or Fall term, requires resubmission to the posting in PeopleAdmin. (Bogart) Hiring processes have changed and we must comply with hiring processes, equal opportunity, etc., also requires background checks on all employees when in the hiring process – these are all USG policies. Digital applicant tracking is the standard.
- h. (Q/A: Schmidt); Any changes in ACA? (Bogart) We are looking into the ACA issue, the BOR may have some updates forthcoming.
- i. New HR personnel/responsibilities; Sherri Adams, New Associate Director of Talent Acquisition and Joint Staffing Coordinator. Cassandra Ward = Faculty; Michael Smith = Staff; Students = Nancy

Deida Carballo. (Adams) As of July 1 2016 there is a new joint staffing form (old form = 1 page, new form is 8 pages) The timeframe to complete a joint staffing agreement is very difficult, include s presidential signatures. This process is extensive. (Martinez) This only applies to USG institutions, does not apply to a faculty working in FL.

- j. Student Hiring: Fall/August is the busiest time of year, especially for student hires. Please be prepared, and try to get the students processed as soon as possible.
- k. (Q/A: Most); What about a “best practices” list, or handout, or something other than a flowchart to help hiring managers navigate these processes. (Smith) Should we provide more training? More meetings? (Schmidt) resources for hiring managers, such as training videos, PowerPoint slideshows that walk through the process, etc. They exist on YouTube from other schools, why can’t these either be created here, or VSU HR could find quality videos that already exist, that provide solid and succinct information for hiring managers.
- l. (Q/A: Ross); At the last CDH meeting Dr. Gerber spoke about a “School of Continuing Education and Professional Studies,” could you speak about that? (Gravett) Educational opportunities in alternative formats; certificate programs, badges, additional training, etc. (Most) I have concern about the term “Professional Studies.” Most graduate programs are professional programs, graduate and professional programs. (Gravett) This school is still in early stages, the conceptual/developmental phase. More information will be gathered and forthcoming.

VI. Elections: Chair, Vice Chair, PBC Representative.

- a. No Quorum, only 11 heads are present. (Martinez) Recommended a meeting in June, or an electronic ballot shared via email or online. (Ross) Elections will have to be held in the August 2016 meeting as the first order of business. CDH Chair; CDH Vice-Chair; CDH Secretary; CDH PBC Representative.
- b. (Schmidt) As Secretary, I keep attendance, and some heads have not attended a single meeting this academic year. What is the policy or practice regarding the expectation of department heads and their duties as they pertain to the Council of Department Heads? Attendance and participation should be reported to the academic deans.

VII. Committee Reports

- a. Faculty Evaluation Report Committee. The committee has met twice; and is reviewing classification categories, from 2 (Sat/Unsatisfactory) to 5 classifications of evaluation – as well as content updates. A draft document will e forthcoming in the fall semester. Please send your input, suggestions, amendments, ideas, etc. to Dr. Ross ASAP. Consider the rating scales, the areas that are reviewed, etc. Dr. Ross urged the CDH to forward these to him in the summer months.

VIII. Other –

- a. (Lowney); Innovation Grant – CORE faculty status – in July more information forthcoming about training, leadership, engagement, CORE faculty A-E.
- b. (Ross); August meeting CDH cabinet nominations/elections.

IX. Next meeting: **Tuesday August 30, 2016 @ 4pm** – IT conference Room

X. Adjourned at 5:22pm

XI. *Respectfully submitted, Michael T Schmidt – 6/27/16*